

HANDS-ON PROJECT PLAN TEMPLATE

Basic Information

Date of Approval:

Submittal Date:

Domain Team:

Team Leader:

Contact Information (phone, email):

Justification

Scope of Change to Domain Architecture

Indicate what change to the domain architecture is supported by this research.

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Purpose of the Research

Briefly, describe why this hands-on research is needed.

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Scope of the Research

Description of the Research

Please describe the hands-on research to be conducted.

Note: staffing and other resources should be included in the work plan below.

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Time Estimates

Provide an estimated time to complete research (work hours, start/end dates)

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Work Plan

Project Plan

Provide a basic description of the work plan for conducting the research needed to support this change request; indicate major activities and milestones. A detailed Gantt chart with resource assignments, milestones and deliverable dates must be attached (this can be in the form of a MS Project file along with a print-out).

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Committee Assignments

List the proposed assignments to subcommittee to conduct the hands-on research (indicate if same or new)

chair for subcommittee

domain team members

team members from other domains

agency staff

Training

Describe any training that will be required by the evaluation team members; include method, duration and location of training. The cost for training should be included in the resources section below.

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Resources

Describe what other resources will be needed, other than staffing? Itemize the individual costs, including training costs here. Examples of resources include facilities, consulting services, and equipment or software acquisition.

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Evaluation criteria to be used

Describe the evaluation criteria to be used.

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